COLLECTION INSTRUCTIONS

BASIC SCREEN (two bottles)
METALS SCREEN (one bottle)
ANION SCREEN (one bottle)

Basic Screen:
Bacteria Sample: 100-mL plastic bottle with a small white tablet or bit of white powder in it
Nitrate, Conductivity: 250-mL plastic bottle

Metal Screen: 250-mL or l Liter plastic bottle
Anion Screen: 250-mL or l Liter plastic bottle

Combination of Basic Screen and the Metal and/or Anion Screens:
Bacteria Sample: 100-mL plastic bottle with a small white tablet or bit of white powder in it
Other Screens: one 1-Liter plastic bottle

NOTE: Bacteria samples must reach the laboratory **within 30 hours of collection** time. Check your post office for the best mailing times. Keep the sample cool after collection; don't leave it in a hot vehicle.

1. Remove the screen from an indoor cold-water faucet
2. Clean the inside and outside of the faucet with a bleach solution or with alcohol
3. Run the water for 2-3 minutes to clean out the lines
4. Reduce the water flow to about pencil size
5. Carefully remove the top from the 100-mL bacteria collection bottle, making sure not to touch the inside of the cap or bottle
6. **Without rinsing the bottle**, fill it to the 100-mL mark; leave the white powder or pill in the bottle
7. Cap the bottle firmly, mark your name and the sample ID on the bottle with a waterproof pen
8. Fill the 250-mL bottle (or the 1-liter bottle) to the neck in the same manner; this bottle does not contain a pill or powder.
9. Fill out all the paperwork, include a check for the cost of samples and return the bottle to the lab in the envelope provided.

COLLECTION INSTRUCTIONS

PETROLEUM AND HERBICIDE/PESTICIDE SCREENS

This sampling kit includes amber quart sized jars, an amber ½ pint-sized jar, and 3 small glass vials in packing foam. Please follow the instructions below for collecting your sample.

1. Freeze the ice packs overnight before sampling. Make sure they freeze flat.
2. Glass amber bottles contain preservatives. **Do not rinse them out**.
3. Glass vials also contain preservatives; do not rinse them out.
4. Take samples from a cold water tap indoors (do not take samples from a hose.)
5. Remove the aerator, and allow the water to run for 3 to 4 minutes before sampling.
6. Fill the quart amber bottle full to the neck and cap tightly
7. Fill the small amber bottle (not the smaller vials) about 2/3 full and cap tightly
8. Fill the vials according to the following instructions:
   a. Fill the vials just to overflowing, being careful not to flush out the quick-dissolving preservative
   b. Fill the duplicate vial as above (a)
   c. Cap both bottles tightly, making sure the Teflon side of the cap liner faces toward the sample. Shake the samples vigorously for one minute. Invert the vials and observe if any air bubbles are trapped in it; bubbles will invalidate the sample. If you observe bubbles, uncap the vial and fill with a few more drops of water, cap and recheck for air bubbles until none are apparent.
9. Completely fill out the information sheet included with the kit.
10. Repack the cooler so that the bottles will not hit each other and break during transit. The ice packs work well as cushions.
11. Tape the cooler securely closed. You may use any carrier for delivery of the cooler to the lab: bus, UPS, Postal Service priority mail, Federal Express or hand delivery.